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From: Element K tips [tips@offers.elementkjournals.com]**Sent:** March 8, 2004 6:46 PM**To:** akagan@emphatec.com**Subject:** MSW Tip: Perform simple calculations with a custom button (Word 97/2000/2001/2002)

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***** THE TIP *****

Perform simple calculations with a custom button (Word 97/2000/2001/2002)

You may be aware that Word lets you perform simple mathematical calculations using the =Formula field, as well as the Formula command on the Table menu. However, you can also perform calculations by adding a little-known button to any toolbar: the Tools Calculate button. To add the button:

1. Choose Tools | Customize from the menu bar. In the Customize dialog box, click on the Commands tab.
2. Choose Normal.dot from the Save In dropdown list.
3. Select All Commands from the Categories list, then locate ToolsCalculate in the Commands list box.
4. Drag the ToolsCalculate item from the Commands list box to a suitable location on the Standard toolbar.

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5. To customize your new button, right-click on it and choose Change Button Image from the resulting dropdown menu. Choose a suitable icon, such as the calculator. Now, right-click on the button again, and this time choose Default Style to display only the button's icon. (On the Mac, you can access these settings by [control]-clicking on the button and choosing Properties from the resulting menu.)
6. Click Close to dismiss the Customize dialog box.

To use your new button, type a mathematical expression in your document. For example, type the expression 4+4. Next, select the expression you just typed, and then click your new ToolsCalculate button. Word calculates the selection's result and stores it in the Clipboard. To add the result to your document, position the insertion point at the end of the selected expression, and then insert an equal sign (=). Now, click the Paste button to paste the expression's calculated result. Our sample expression, 4+4, returns a result of 8.

(Note: Calculation results are static; when you modify the original expression, the results don't update automatically. Instead, you'll need to select the expression and then use the ToolsCalculate button to calculate the new result.

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